



Charles G. Cooper  
Commissioner

## **TEXAS DEPARTMENT OF BANKING**

2601 North Lamar Blvd., Austin, Texas 78705  
512-475-1300 /877-276-5554  
[www.dob.texas.gov](http://www.dob.texas.gov)

March 6, 2025

Dear License Holder:

Please find below instructions for completing the 2024 year-end Annual Report to be submitted to the Texas Department of Banking (Department). The Annual Report, including corresponding financial statements (audited for money transmitters), agent listing (if applicable), and total activity volume, must be submitted to our Department by **July 1, 2025**.

You may either use the Online Annual Report Form filing instructions below OR a fillable PDF form that is available on our website: [www.dob.texas.gov](http://www.dob.texas.gov). Select “Money Services Businesses”, “Forms for Money Services Businesses”, and scroll down the page to select the appropriate Annual Report for your type of license.

### **Online Annual Report Form (the online portal will be available in April 2025)**

To use the Online Annual Report Form, please follow the steps below:

1. Go to the Department’s website: [www.dob.texas.gov](http://www.dob.texas.gov).
2. Click on “Entity Log In” at the top of the screen.
3. Click on “MSB Annual Report.”
4. Register for the Online Annual Report Form. Click “Register” and enter your license number, email address on record with the Department and new password. Passwords must contain an uppercase letter, a lowercase letter, a number, and a special character. If you were registered last year, re-registration is not required.
5. Once you have registered, a confirmation email will be sent to the email address you provided. Once confirmed, you can login using the license number, email address, and password that was created during registration.

If you need to update the email address on file, please send your request via email to [msb@dob.texas.gov](mailto:msb@dob.texas.gov). Include your license number, contact name, and the email address(es) that you want removed or added.

Once you have logged in, complete the form by entering your data. If you do not complete the form, you can log out and log back in later. Your entries will automatically be saved each time you log out. If you close the browser without logging out, your data will not be automatically saved. After all required data is entered, the “Submit” button will be enabled and you can submit.

The Annual Report must be signed by a Key Individual of the license holder, as defined under Section 152.003 of the Texas Finance Code. An electronic signature will be accepted.

The additional documents or exhibits required to be filed with the Annual Report can be uploaded on the final page of the Annual Report.

Once the application is completed, click on the “Submit” button at the bottom of the screen to submit your Annual Report. Once the Annual Report is in “Submitted” status, changes cannot be made to your form. If changes are required, or if you have questions about the Annual Report, please contact Program Specialist Mary Ann Gonzales at (512) 475-1291. You may also send questions via email to [msb@dob.texas.gov](mailto:msb@dob.texas.gov). If you have technical questions regarding the webform, please contact Mr. Michael Stephens at [mike.stephens@dob.texas.gov](mailto:mike.stephens@dob.texas.gov) or (512) 475-1488.

### **Manual Annual Report Form**

For those license holders who prefer to continue to complete and submit the Annual Report in hard copy, you may still do so by obtaining a copy of the Annual Report pdf on our website or requesting a hard copy by contacting Mary Ann Gonzales at (512) 475-1291.

If the hard copy is completed, you may mail, or email the completed Annual Report and required Exhibits to:

Texas Department of Banking  
ATTN: Non-Depository Supervision Division  
2601 North Lamar Blvd  
Austin, Texas 78705-4294  
Electronic Mail: [msb@dob.texas.gov](mailto:msb@dob.texas.gov)

Please note that provisions within Section 152.107 of the Texas Finance Code require the assessment of late fees up to the expiration of the license for license holders who fail to submit all required information by the prescribed deadline.